

**ORDINANCE NO. 18-14**

**AN ORDINANCE TO AMEND ORDINANCE NO. 24-13, TO FIX THE 2014 WASTEWATER TREATMENT  
UTILITY SALARY SCHEDULE AS SUBMITTED BY THE BOARD OF PUBLIC WORKS AND SAFETY  
FOR APPROVAL BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA**

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE:

**SECTION 1.**

The Board of Public Works and Safety has established that the salary and pay schedule for the elected and appointed officers and employees working with the Wastewater Treatment Utility of the City of West Lafayette shall be as herein set forth and continue thereafter until duly changed and requests that such schedule be approved by the Common Council.

## (A) Operations

Position	# Hours/ Workweek	30 min period lunch	FLSA	Biweekly (\$)	
				Minimum	Maximum
Utility Director	40	Y	Exempt	2,596.77	2,724.60
Street Commissioner	40		Exempt	544.92	600.17
Superintendent	40	Y	Exempt	2,422.10	2,591.67
Maintenance Supervisor	40	Y	Exempt	1,831.12	2,399.62
Operations Supervisor	40	Y	Exempt	1,831.12	2,318.52
Information Services/Instrumentation Technician	40	Y		1,553.60	2,017.73
Laboratory Manager	40	Y	Exempt	1,765.54	2,206.18
Administrative Assistant	40	Y		1,165.73	1,531.14
Operator	40	Y		1,215.97	1,766.01
Maintenance/Operator	40	Y		995.49	2,248.70
Laboratory Technician	40	Y		1,215.97	1,714.86
Collections Systems/GIS Supervisor	40	Y	Exempt	1,831.12	2,362.33
Accounting I	37.5			85.00	1,465.94
Accounting II	37.5			115.00	1,782.75
Accounting III	37.5			144.00	2,099.55

## (B) Collection System

				Biweekly (\$)	
Position	# Hours/ Workweek	FLSA	Clothing Allowance	Minimum	Maximum
Foreman/Equipment Operator	40		600.00	1,175.43	1,830.28
Assistant Foreman/Equipment Operator	40		600.00	1,175.43	1,778.16
Equipment Operator/Laborer	40		600.00	1,266.36	1,816.71
Inspector	40		600.00	995.49	1,957.13

## (C) Sanitation

				Biweekly (\$)	
Position	# Hours/ Workweek	FLSA	Clothing Allowance	Minimum	Maximum
Driver/Collector/Processor	40		600.00	1,266.36	1,816.71
Receptionist/Office Assistant	40			499.39	681.38

## (D) Pollution Prevention

				Biweekly (\$)	
Position	# Hours/ Workweek	FLSA	Clothing Allowance	Minimum	Maximum
Fleet Manager/Operator	40		300.00	633.12	1,093.57
Equipment Operator/Laborer	40		600.00	1,266.36	1,820.39
Equipment Operator/Laborer (25%)	40		150.00	316.59	454.18

(E) From the revenues of the Wastewater Treatment Utility of said City for services other than governmental connected with the operation thereof, additional compensation shall be paid to certain officials of said City from the operation thereof as follows:

Position	# Hours/ Workweek	FLSA	Biweekly (\$)	
			Minimum	Maximum
Mayor		Exempt		1,175.28
Clerk-Treasurer		Exempt		988.05
Accounting I	37.5		85.00	1,465.94
Accounting II	37.5		115.00	1,782.75
Accounting III	37.5		144.00	2,099.55
Mayor's Administrative Assistant	37.5	Exempt	232.50	282.11
Human Resources Director	40	Exempt	960.37	1,089.84
Information Technology Director	40	Exempt	960.37	1,089.84
IT Systems Administrator	40		721.81	856.80
Network Administrator	40		721.84	856.80
Public Works Director	40	Exempt	1,072.29	1,500.44
City Engineer	40	Exempt	1,072.29	1,500.44
Assistant City Engineer	37.5	Exempt	1,790.39	2,550.83
Engineering Assistant	37.5	Exempt	362.33	<b>476.92</b>
Office Manager (Engineering)	37.5		647.76	804.66
Director of Development	40	Exempt	1,298.39	1,362.30
Housing Program Coordinator	37.5	Exempt	252.79	308.08
Data and Project Administrator	37.5	Exempt	1,540.91	1,867.68
Marketing and Grants Administrator	37.5	Exempt	873.10	1,055.87
Administrative Assistant (Development)	37.5		342.65	371.32

Additional Statements:

1. Employee pay will be increased for each Sacramento course passed and each level of IDEM Certification achieved according to the following schedules. The Board of Works shall approve all pay increases upon presentation of Certification. For Sacramento courses, pay increases will be retroactive to the first day of the month specified on the Certification of Completion for each Sacramento course. For IDEM Certifications, pay increases shall be retroactive to the date of the IDEM examination. An employee shall be paid for the total of all courses and/or certification levels achieved.

Schedule of Sacramento Course Pay

\$250.00 each course, up to four (4) courses

Schedule of IDEM Certification Pay

Class I	\$1,000.00	Class A	\$125.00
Class II	\$1,000.00	Class B	\$125.00
Class III	\$1,000.00	Class C	\$125.00
Class IV	\$1,000.00	Class D	\$125.00

2. Employees assigned to work any hours on the 2<sup>nd</sup> shift shall receive an additional \$0.25 per hour compensation. Employees assigned to work any hours on the 3<sup>rd</sup> shift shall receive an additional \$0.50 per hour compensation.

SECTION 2.

This salary and pay schedule indicates the salary ranges for each position with the actual rate to be established by the Department Head. Any incentive pay, certification and/or home study courses are in addition to the salary and pay schedule listed above.

SECTION 3.

The hourly rate for all non-exempt full-time civilian employees shall be calculated by dividing the biweekly salary by 80, for employees with a regularly scheduled workweek of 40 hours and dividing the biweekly salary by 75 for employees with a regularly scheduled workweek of 37.5 hours.

SECTION 4.

Employees who receive a 30-minute paid lunch period shall have this time considered hours worked for the computation of overtime pay or earning compensatory time.

SECTION 5.

The part-time personnel salary range shall be a minimum of \$7.25/hour to \$17.50/hour, subject to the approval of the Board of Public Works and Safety.

SECTION 6.

All employees will be paid holiday pay for working on a City holiday at their regular rate of pay. In addition to holiday pay, all employees will receive either pay at two times the regular rate of pay or compensatory time at two times for each hour worked on Thanksgiving and Christmas Day. On all other City holidays, employees will receive in addition to holiday pay, either pay at one and one-half times the regular rate of pay or one and one-half times compensatory time for hours worked on a City holiday. Exempt employees shall receive compensatory time only for hours worked on a City holiday. This section does not apply to department heads.

SECTION 7.

Clothing allowance will be paid two times a year (the date to be decided by the Clerk-Treasurer) to designated employees.

SECTION 8.

The payroll week shall be the calendar week beginning Saturday and ending Friday. The payroll period shall consist of two (2) consecutive weeks. The pay date shall be the Friday after the end of the payroll period.

SECTION 9.

This ordinance will be effective for, and including, the pay period ending January 3, 2014, and will continue through the pay period ending December 19, 2014.

SECTION 10.

This Ordinance shall be in full force and effect from and after its passage and signing by the Mayor.